## STATE OF INDIANA

## DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH 100 NORTH SENATE AVENUE N1058(B) INDIANAPOLIS, IN 46204 PHONE (317) 232-3777 FAX (317) 232-8779

TO:

County Assessors, Auditors and Vendors

FROM:

Cheryl Musgrave, Commissioner

DATE:

Wednesday, June 25, 2008

RE:

Sales Disclosure Training

The Department of Local Government Finance (DLGF) is preparing an online Sales Disclosure (State Form 46021) application for use by taxpayers and local governments.

The online version of the form is free for everyone, officials and taxpayers alike. Use of the online submission by taxpayers means less data entry by local officials. Local officials are still required to accept and validate the submissions, as well as collect any associated fees.

The DLGF memo dated June 13, 2008 "Identification of IT manager for Property Upload and Verification System" asks counties to name a local administrator for county user accounts. Auditors and Assessors are asked to identify individual(s) on staff who need access to both use and/or administer the online sales disclosure application. Once staff is identified, the new administrator can create user accounts for staff to enter and update information.

As preparation for releasing this online application, the DLGF will provide a training session for the newly designated administrators. In addition, training for officials and other staff members is planned to introduce the new online form and describe its capabilities in detail.

Two training sessions have been scheduled for June 30, 2008, at the Indiana Government Conference Center Auditorium, 302 W. Washington St. Indianapolis, IN 46204. Information for the sessions is as follows:

## 9:00 - 11:00 a.m. County Administrator Technical Training

This training session is for county selected information technology representatives designated as administrators of local users. This class will prepare administrators to create and maintain user accounts for DLGF online applications. County administrators will receive directions to create, administer, remove, and troubleshoot user profiles.

## 11:00 - 12:00 a.m. County Official Training

This training session is for county officials and staff to learn all about the new online sales disclosure form and its database application. A review of sales disclosure workflow, form requirements, submission criteria, fee collection, deduction application components, and validation will be provided.

While both training sessions are open to all, the early session is targeted as a technical training session covering information systems administration requirements. The afternoon session is for those who will use the forms and data.

If you have any questions, please contact Tim Jorczak, Assistant Director of Operations, at tjorczak@dlgf.in.gov, or visit the Department's web site at www.in.gov/dlgf for up-to-date information.